



WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION

CRIME SCENE PHOTOGRAPHY - DIGITAL (0230-4)
JANUARY 23-27, 2012
RIDGEFIELD, WA

INSTRUCTIONS FOR ATTENDEES

- ARRIVAL:** Attendees are requested to report on **Monday, January 23, 2012 at 8:00 a.m. to Clark County Sheriff's Office West Precinct, 505 NW 179th St., Ridgefield, WA 98642. Classroom hours are from 8:00am to 5:00pm.** The class is 40 hours.
- MEALS/
LODGING:** Travel, meals and lodging will be the responsibility of the attendee or the agency.
- COSTS:** **\$50** (to recover costs of class materials). Agencies will be billed upon conclusion of the class. Please do not bring Cash, Check or Vouchers to the class for payment.
- ATTIRE:** **Casual**, but neat attire is appropriate for classroom wear.
- TELEPHONE:** Attendees should advise their families and departments of how to reach them at the training facility in the event of an emergency. Please inform your family members to identify by name the class you are participating in.

EMERGENCY ONLY: 206-423-5538
Dan Read

Cell phones must be either turned off or on vibrate mode in the classroom.

- ATTENDANCE:** Certificates of completion will be awarded to those attendees who successfully complete the class in its entirety. The class coordinator or lead instructor must pre-approve any time out of class.
- NOTE:** The equipment below is required as indicated. This course has one night shoot, and students are expected to shoot in all sorts of inclement weather as most exercises are outside
- EQUIPMENT:** **NO Point & Shoot Camera's Accepted – students will be dismissed from class if Point & Shoot camera is brought with the intention to be used.**

- DSLR camera (Digital, one that you can change lenses on)
- External Flash
- Off camera flash cord (goes from camera to flash allowing user to take the flash off the camera, even if wireless you still need a cord)
- Tripod
- 2 - 1 GB card for camera
- Close up lens (micro or macro, for close up and latent photography)
- Flashlight
- Evidence Ruler (black on one side, white on the other)
- Video cord for camera (cord with yellow terminal on one that came with the camera)

These are the minimum requirements and should be a part of all departments' crime scene kits to photographically process the scene properly.

CANCELLATION If for any reason it becomes necessary to cancel this application, please

GUIDELINES: advise the Registrar's Office by email at registrar@cjtc.state.wa.us by **Monday, January 16, 2012**. Otherwise, your agency will be billed \$50 for late cancellation/No Show. **No exceptions will be made.**

**SMOKING/
ALCOHOL:**

Alcohol and controlled substances are not permitted anywhere within Commission dormitories or on Commission premises. Smoking is prohibited in Commission housing. Smoking is permitted outside Commission housing in designated areas. Participants are required to use the available ash can to extinguish and dispose of cigarettes. Smokeless tobacco is also prohibited in dormitory housing.

RESPONSIBILITY: Although instructors will at all times maintain a high degree of care for the safety of all persons attending the school, it must, of course, be understood that neither the Washington State Criminal Justice Training Commission, nor any of the cooperating agencies can or will assume financial responsibility for injuries or illness suffered as a result of any training received, nor can or will be responsible for any loss to students as a result of damage to their property through fire, theft, or other causes. Each attendee must understand that this training is at the attendee's own risk.